

**PART-TIME ASSESSOR POSITION
TOWN OF NEWSTEAD**

A Town Assessor's primary responsibility is to develop and maintain the assessment role. The Assessor estimates the value of all real property within the town's boundaries. The position Is an appointed position for 6 years, with option to renew.

Required skills: high school diploma, knowledge of computer and Microsoft Office suite, and good communication skills with the public. Minimum 1 year experience with familiarity with revaluation project procedures.

Preferred skills: NYS basic Assessor's certification (6 courses Relating to assessment administration and appraisal concepts And methods), familiar with various state forms (RP-5217), knowledge of the RPS V4 real property system, computer program, good mathematical skills and experience with reval projects.

The Town of Newstead gives preference to town residents.

Please send resumes by December 1, 2017 to:

Town of Newstead Supervisor
P.O. Box 227, Akron, NY 14001

The Town of Newstead is an Equal Opportunity Provider & Employer. Complaints of discrimination should be sent to: USDA Director, Office of Civil Rights, Washington DC 20250-9410